**STATE OF CONNECTICUT**

**Public Safety Interoperability Communications Committee**

**MEETING MINUTES**

**April 20, 2010**

**DOIT, 101 East River Drive, East Hartford, CT 06108**

**Welcome & Introductions:**

The meeting was called to order at 1308 hours by Co-Chair Michael Varney. The following individuals were in attendance: George Carbonell (East Hartford), Robert DiBella (Glastonbury), Sandra Baker (DEMHS), Jim Farkas (Region 5), John Gustafson (DEMHS), William J. Hackett (DEMHS), Phil Mikan (USCG), Matthew Morcus (CTNG), Jeff Otto (Region 4), Gregg Prevost (Region 2), Dan Soule (LCD), Michael Varney (DOIT), Stephen Verbil (OSET), Keith Victor (Region 3), Kris Wohlgemugh (DOIT), Joseph Soto (EMS Advisory Board), Jonathan Best (CT DPH), Len Lucien (CT Transit), Dan Warzoha (Region 1), Andi Celli (Motorola), Frank Kiernan (Meriden), and Chris Marvin (CREPC).

**Public Comment:**  None

**Review of Minutes:** Not enough voting members present.

**PSIC Grant Update:**

IJ1 (Steve Verbil) – Construction on course for interoperability switch; permission statements signed for all PSAPs; dark fiber will be delivered on-time; Cisco payment is being process; 107 locations – 10% had spacing and power issues; PSAPs must provide space for systems. Working with 5- 7 PSAPs in resolving issues to make space available. Invitation to bid for cabinets is complete. Testing and acceptance in 2010 & 2011; fiber optic network scheduled to be in by the end of the year. Switch installed but currently having shipping problems. Plans have not changed for September equipment install dates.

IJ2 (John Gustafson) – Coordinating vendor meetings; list of STR equipment will be distributed to the workgroup for updating.

**Sub-Committee Reports:**

1. Technical Workgroup – Responses received from EMS. A change for radio will be needed 128 to 256; Draft sent to DPH for comment and is currently waiting for a response. This issue will be discussed/voted on at next month’s meeting.
2. Training & Exercise Workgroup – Workgroup has not met due to scheduling conflicts. Plan to schedule a meeting in the coming weeks.
3. 700 MHz Planning Workgroup – No Report
4. 4.9 GHz Workgroup – No report.
5. Field Operations Guide (FOG) Workgroup – A guide for CT will be developed and published. The goal to distribute at the June workshop may not be met.

**Report of Interoperability Usage and incidents during previous months**:

No Report

Hampton’s After Action Report was read by Mike Varney.

**Old Business:**

1. Transit Security Grant – NY visited CT on 4/19 and was pleased with progress; DPS received control stations; delivery pending for portable radios; close out grant by June or July and start building out the system; portables on schedule for distribution by June/July for Region 1 & 2 transit radios for Metro North rail lines.
2. Interoperable Emergency Communications Grant Program (IECGP) – No Change; regions need to get projects completed. Region 5 two day CASM training will be scheduled by early next week.
3. ICALL/ITAC Channel Scheme – Meeting participants reviewed the channel scheme. Channels will be programmed into the transit radios; Mike Varney will confirm that 700 Channels can be both analog and digital. It is not necessary to put data channels in the radios. Please get back to John G with any issues by April 30th. Final format will be approved by vote.
4. Development of NECP Goal 2 Measurement Criteria – Mike Varney provided an update; making final modifications for online tool; will send out to committee once a confirmation is received from OEC; need to determine percentage CT will want to measure and how it will be measured need to be defined. 75% of non-UASI areas need to be successful out of those that are measured; will discuss issue at next meeting.

**Regional Reports:**

Region 1 – Dan Warzoha provided update for Region 1 on MOUs; governance development for 700 MHz project; TIC plan inventory completion; 700 MHz equipment and projects; ICALL/ITAC during March exercise and the completion of an after action report. Also provided an update on the Regional Fire Training Exercise held two weeks ago; exercised COML; meeting is scheduled for next Wednesday at Bridgeport EOC to schedule another exercise.

Region 2 (Gregg Prevost) – Region working on ownership, maintenance and governance issues; fall implementation for IECGP; finalizing a budget; steering committee had a meeting discussion on narrow-banding.

Region 3 (Keith Victor) – Gave a brief on the regional exercise that was held on 4/6/10; working on updating TIC plan; and development of DVD.

Region 4 (Jeff Otto) – Region conducted a meeting and presented plans to 17 PSAPs and 2 Tribal dispatch centers. Plan was well received by PSAPs; working on meeting spending requirements. Currently behind schedule in meeting TIC Plan update.

Region 5 (Jim Farkas) – Hired a consultant to help with TIC table; goal is to have it completed by 6/1/10; hoping to retain consultant to enter CASM training info; working on creating a DVD for Radio 101 – 25 minute video w/script can be adaptable to any region. Project is going well. Next meeting in Region 5 is scheduled 1st Tuesday in May.

**New Business:**

1. FCC Broad Band Wireless Report (Steve Verbil) **–** FCC formed a task force to review this issue. Hearing was held last month and Steve Verbil provided testimony in addition to 12 others. Broadband report was shared with meeting participants. D Block goes to auction. It will be watched closely per Mike Varney.
2. National Emergency Communications Plan (Mike Varney) – A weekly conference call will be held with workgroup to get update out for coming year; topics discussed for goals and guidance -- use of broadband; narrow-banding; re-banding; concept of operations and continuity planning; and collaboration with private sector not for profit and community alerting. Goals will also need to be addressed. All comments/ideas should be forwarded to Mike Varney. Next meeting of the Interoperability Coordinators is in July. Common themes and what need to be improved must be shared. Individual after action reports will be done.
3. Outreach and Education – List serve created and will send subscriber info for the group. Will be a forum to get info out. Focus will be communication. Had a briefing with DOIT, DEMHS, and DPS Commissioners, sent out project spreadsheet, updated weekly; walk-thru and accept comments at future meetings. Coordination is purpose of document. Send updates to Mike Varney. Project List reviewed with meeting participants. A group will be formed to address narrow-banding issues. Call Mike Varney with questions or if you want to add items.
4. NE Region Interoperability Coordinators Meeting - Steve Verbil gave brief on the most critical issues discussed – NJ’s plan to use State Block Channels. NJ, CT and MA reps met to discuss drafting MOUs regarding channel use on borders. He also discussed Senate Bill/P.A. 312 (Re: Consolidation) – OSET has a budget to study locations for PSAPS across the State. More hearings will take place next year. Study due to legislature in the Spring of 2011. Gregg Prevost expressed that a template used should cover all facets of Regions. Comments and Q&A session continued on this issue.
5. Everbridge Alert Notification System – Classes concluded at the Training Academy; Steve Verbil provided brief on system. Dan Warzoha gave a brief on Region 1’s notification system.

**Correspondence/Grant Reviews:**

None

**Next Meeting:** May 18, 2010 at 1:00 p.m.

**Adjourn:** Meeting adjourned at 3:00 p.m.